

Routine Activity Schedule

After every call	Restock the ambulance. Ensure that it is prepared for the next response. Check gas, oil, tires, and anti-freeze.
Daily	Verify readiness of the vehicles and equipment, as necessary.
Weekly	Thorough ambulance check including charging batteries, checking belts, steering fluid, brake fluid, and coolant.
Monthly	Summarize all responses
	Send run reports to Medical Director for review
Quarterly	Plan continuing education for next quarter
Yearly	Submit requested response data to the Alaska EMS Program
	Complete year-end financial report for membership
	Provide copy of CME records to EMTs for recertification
	Participate in local, regional, or state-wide mass casualty exercises
Every other year	Recertify all EMTs and ETTs
	Recertify EMS service with the Alaska EMS Program (if a certified ambulance service)
	Reregister with CLIA if doing blood glucose measurements
	Reregister with DEA if purchasing controlled substances